

# Agenda Report

June 22, 2015

**TO:** Honorable Mayor and City Council

**FROM:** City Manager's Office

**SUBJECT: EXTENSION OF MONTH-TO-MONTH CONTRACT WITH OASIS  
OUTSOURCING FOR FIELD REPRESENTATIVE SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3). The General Rule that CEQA only applies to projects that may have an effect on the environment.
2. Authorize the City Manager to extend the month-to-month contract with Oasis Outsourcing without competitive bidding pursuant to City Charter section 1002(F), contracts for professional or unique services, for continued payment of the City Council Field Representatives through December 31, 2015 at an amount not to exceed \$55,000 per month; and
3. Grant this contract an exemption from competitive selection pursuant to Pasadena Municipal Code Section 4.08.049 (B) that the best interests of the city are served by a direct award of a contract without a competitive selection process.

## **BACKGROUND:**

Pursuant to Resolution 6062, the City Council contracts directly with a payroll agency to administer payroll and benefits for Field Representatives who assist in the offices of City Council members in carrying out the duties of their office. On July 28, 2014, Council authorized the City Manager to enter into a month-to-month contract with Oasis Outsourcing for a period ending June 30, 2015 in an amount not to exceed \$675,000 for the continued payment of the City Council Field Representatives while a Request for Qualifications (RFQ) was developed for an external payroll processing company.

In response to the RFQ dated September 10 in which 43 potential vendors were approached, only two proposals were received, one from the existing payroll processing company and one from HR Management, Inc., both of which were rejected.

As a result of the RFQ process, it is evident that the City Council's unique needs in terms of personnel services for Field Representatives are not easily met by an outside personnel company. It is therefore recommended that the City Council continue its service with Oasis Outsourcing through December 31, 2015 for Field Representative services. Existing salaries and benefits currently provided to the Field Representatives will be maintained during this period.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility.

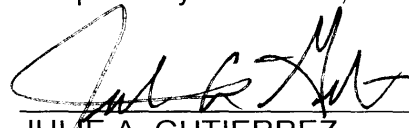
**ENVIRONMENTAL ANALYSIS:**

This contract is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061(b)(3). The contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

**FISCAL IMPACT:**

Sufficient funding for this action is available in the fiscal year 2016 City Council budget. There are no additional indirect costs resulting from this action.

Respectfully submitted,

  
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JULIE A. GUTIERREZ  
Assistant City Manager

Approved by:

  
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MICHAEL J. BECK  
City Manager